

# MANISTEE CITY PLANNING COMMISSION

70 Maple Street, Manistee, Michigan 49660

Meeting of Thursday, February 1, 2001  
7:00 p.m. - Council Chambers, City Hall

## AGENDA


- I     Roll Call
  - Welcome new Members
  - Greg Ferguson
  - Brad Williams
- II    Public Hearing
  - None
- III   Citizen Questions, Concerns and Consideration
- IV   Approval of Minutes
  - 1.   Planning Commission Meeting (1/4/01)
  - 2.   Site Plan Review Committee (1/9/01)
- V    Unfinished Business
  - None
- VI   New Business
  - 1.   Langworthy, Strader, LeBlanc & Associates
  - 2.
- VII   Other Communications
- VIII   Work/Study Session
- IX.   Adjournment

cc:   Planning Commission Members  
     Kristie Harless  
     City Council  
     Ken Oleniczak, Acting City Manager  
     Jon Rose, Community Development  
     County Planning Department  
     Jack Dinsen, Manistee Township Zoning Board  
     Don Alfred, Charter Township of Filer Planning Commission  
     Manistee News Advocate  
     WMTE Radio  
     WXYQ Radio  
     Jeff Mikula, Abonmarche  
     Julie Beardslee, Assessor  
     Mark Niesen, Building Inspector

# MEMORANDUM

---

TO: Planning Commission Members

FROM: Jon R. Rose   
Community Development

DATE: January 26, 2001

RE: February 1, 2001 Meeting

Langworthy, Strader, LeBlanc & Associates will be at the February Meeting. This will be the first step in updating the Master Plan.

If you are unable to attend the meeting please call Denise at 723-2558. See you there!

cc: City Council

# Goals From 1988 Development Plan

Please comment and be prepared to discuss for next  
Planning Commission Workshop:

- ☐ Are these goals still valid?
- ☐ Has there been substantial progress toward them or realization?
- ☐ Do they need to be expanded, modified, restated?

## GOALS OF MANISTEE

Every citizen has a stake in the future of Manistee. It is only natural that individuals will have different values and will thus want to accomplish a wide range of goals and objectives for their community. The important factor is not that citizens have differences, but that they want to contribute to their community's future growth and development. The objective of this chapter of the Manistee Development Plan is to set goals and objectives for the community that promote the public interest; the interest of the community at large, rather than the interests of individuals or special groups within the community. No statement of community goals, however carefully and analytically developed, will be equally relevant at all times. Economic changes, the movement of people and businesses, the availability of leisure time and early retirement are a few examples of physical and social changes that can affect the communities goals. The following goals are a point of beginning and will need to be reviewed and amended on a regular basis as the community grows, objectives are accomplished and the community needs and aspirations change.

### QUALITY OF LIFE:

To preserve the unique amenities which contribute to the quality of life in Manistee including the abundant water frontage, the public parks and facilities, the small town character and the historic uniqueness that contribute to the desirable living environment of the community.

### POPULATION GROWTH:

To implement programs and policies that will stimulate and encourage population growth within the City to reverse the eighty year trend of population decline that has adversely impacted on the economic vitality of the community.

### ECONOMY:

To support existing industrial and commercial enterprises that are making a valuable contribution to the community's economy; to promote incentives that will encourage expansion of these existing businesses; and to provide programs and incentives that will encourage the relocation of those industrial and commercial enterprises which expand and diversify the existing economic base.

#### TRANSPORTATION:

To ensure that the transportation network of the Manistee area is improved and maintained to better serve the current and future needs of the community without adversely affecting the development of its limited land resources to its highest and best use.

#### WATERFRONTAGE:

To develop plans and programs for the orderly and appropriate development of the valuable and abundant lake and river frontage so that these unique community assets become the trademark of the New Manistee.

#### CENTRAL BUSINESS DISTRICT:

To encourage private and public improvements in the Central Business District and develop this area into a regional shopping/business center with convenient vehicular and pedestrian access.

#### AESTHETICS:

To initiate programs, policies and ordinances that will address the aesthetic issues of signage, landscaping, street-scape, maintenance, and other issues that affect the overall appearance of the community and play important role in establishing the community's new image.

#### HISTORIC PRESERVATION:

To support the community's continuing interest in preserving the historically significant structures in the city and assist both public and private efforts toward this end.

#### TOURISM:

To respond to the needs of Michigan's second largest industry, tourism, by developing programs, activities and facilities that will attract a larger share of this growing industry to the Manistee area.

HOUSING:

To develop portions of the City's vacant land resource for second home and retirement home opportunities to stimulate population growth and provide a broader selection of housing opportunities within the City.

CULTURAL:

To maintain existing cultural facilities and to promote the expansion of cultural opportunity and activities in an effort to encourage artist, writers and performers to settle in Manistee or use the area as a base of operation.

SERVICES:

To improve the delivery of City services and functions in an effort to make Manistee a model city with a community pride that is obvious to even the casual and infrequent visitor.

RESOURCE MANAGEMENT:

To ensure that the city's land and capital resources are used wisely and in a manner which makes Manistee economically viable and the City an attractive place to live for present and future generations.

## PROJECT SCHEDULE

[illegible]



Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

PLANNING DEPARTMENT

(231) 723-6041

Fax (231) 723-1718

plan@mufn.org

## MANISTEE COUNTY GEOGRAPHIC INFORMATION SYSTEM OVERVIEW

During 2000, the Manistee County Planning Department completed a significant amount of work on the Manistee County Geographic Information System (GIS). In addition to general maintenance of the GIS data, the Department also upgraded the hardware and software for the system, and imported several datasets into the new system. The GIS is now at a point where it can be used by the public.

### GIS Contents:

The Manistee County GIS contains a lot of information. This information is categorized into **layers**. These layers are:

- ◆ Addresses
- ◆ Parcels
- ◆ Roads
- ◆ Lakes, Rivers, Streams
- ◆ Watershed Boundaries
- ◆ County Drains
- ◆ Wetlands (informational uses only)
- ◆ Remonumented Section Corners
- ◆ Zoning Districts
- ◆ Renaissance Zone
- ◆ Municipal Boundaries
- ◆ School Districts
- ◆ Wellhead Protection Areas
- ◆ Public Lands
- ◆ Utility Coverage Areas
- ◆ Police, Fire, EMS Response Areas

### WHAT IS A GIS?

It is estimated that over 85% of all information has a locational aspect. That is, the **where** part of the information. A GIS is a computer system which represents, often with maps, the location of objects (buildings, rivers, auto accidents, etc.) in the real world.

In addition to showing the **where** of objects, a GIS also contains information in a database about each object shown. For example, a building may be defined by its address, its primary use, and its age. A river may have for its **attributes** a name, its length, and its fishing classification.

A GIS, by combining the location and attributes of objects, is a **powerful tool** to help people make decisions.



## Manistee County Planning Department Mapping Fee Schedule

Map fees cover the cost of equipment use, paper, and ink cartridges.

	<u>Black &amp; White</u>	<u>Color</u>
8 ½" by 11"	\$2.50	\$3.00
11" by 17"	\$5.00	\$6.00
17" by 22" (C)	\$8.00	\$10.00
18" by 24"	\$8.00	\$10.00
22" by 34" (D)	\$12.00	\$15.00
20" by 36"	\$12.00	\$15.00
34" by 44"	\$28.00	\$35.00
Digital Data Sales, per Township:		
<u>Parcel Layer:</u>	\$46.99	
<u>Address Layer:</u>	\$33.09	

Custom map creation, as well as other GIS-related services, will be billed at \$35.00 per hour for GIS Analyst time.

Please contact Frank Beaver, Manistee County Planning Director, at 231.723.6041 to request GIS products / services.

**Manistee County**  
**Data Transmission Agreement/Order Form(revised 02/14/00)**

I, \_\_\_\_\_, acting on behalf of \_\_\_\_\_  
am requesting the following geographic data files from the Manistee County GIS  
Department:

Output File Formats Requested (check item)

- |   |   |
|---|---|
| a.) Graphical Output:<br>ESRI (coverage, shape) | b.) Tabular Output:<br>ASCII (fixed length)<br>ASCII (comma delimited)<br>Other text output (list type) |
|---|---|

d.) Name of Files requested:

---

---

---

The geographic data files I have requested shall be used for the following purpose(s):

and I understand that the use is restricted to that purpose. Furthermore, any geographic data files obtained, are either Manistee County's property or are files licensed to Manistee County for dissemination of proprietary data via a Data Licensing Agreement. This data shall not be loaned, sold, copied, or otherwise transferred to any other individual, firm, organization, agency, or competitor(s) of the owner of proprietary data, nor used for any other than the stated purpose(s) without written permission from Manistee County.

Signed,

User (print) \_\_\_\_\_ Date \_\_\_\_\_

Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Manistee County \_\_\_\_\_ Date \_\_\_\_\_

General Information:

- \* Data requests forms must be filled out completely and submitted to Manistee County Planning Dept. (2 week minimum lead time for requests required).
- \* Data request filled out by an agent acting on behalf of a local governmental unit within Manistee County must be signed by an authorized governmental official of that unit and have an accompanying letter acknowledging local unit authorization of the agent, unless waived by prior by Planning Department staff.
- \* All Data Requests may be made subject to review by the "Manistee County GIS Policy Committee" at its next scheduled monthly meeting, if GIS staff deems necessary.
- \* Digital Data created/owned by Manistee County will charged fees in accordance with established Enhanced Access rates adopted by Manistee County Board.

## MANISTEE COUNTY ENHANCED ACCESS TO PUBLIC RECORDS POLICY

This policy is established pursuant to the authority of the Enhanced Access to Public Records Act, 1996 P.A. 462.

### 1. DEFINITIONS

- a. "Enhanced access" means a public record's immediate availability for public inspection, purchase or copying by digital means. Enhanced access does not include the transfer of ownership of a public record.
- b. "Geographical Information System" means an information unit or network capable of producing customized maps based upon a digital representation of geographical data.
- c. "Person" means that term as defined in section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.
- d. "Public Body" means that term as defined in section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.
- e. "Public Record" means that term as defined in section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.
- f. "Software" means that term as defined in section 2 of the Enhanced Access to Public Records Act, Act No. 462 of the Public Acts of 1996, being section 15.442 of the Michigan Compiled Laws.

### 2. AUTHORIZATION

- a. Pursuant to 1996 P.A. 462, all Manistee County government public bodies may provide enhanced access for the inspection, copying, or purchasing of a public record that is not confidential or otherwise exempt by law from disclosure. [Sec. 3(1)(a); Sec. 3(3)].
- b. This policy does not require a public body to provide enhanced access to a specific record, if that public body has not established an enhanced access policy in

accordance with Section 3(3) of 1996 P.A. No. 462, being section 15.443(3) of the Michigan Compiled Laws, with respect to that specific public record.

- c. County elected officials, department heads, agencies, boards, commissions and councils legally responsible for the maintenance, preservation, guardianship, retention, possession or use of a public record shall select which public records may be made available through enhanced access.
- d. Principles and policies to be considered in determining which public records shall be made available through enhanced access include, but are not limited to the following.
  - i. Management principles applied to information resources should be the same as those applied to other governmental resources.
  - ii. Elected officials, department heads, agencies, boards, commissions and councils legally responsible for the maintenance, preservation, guardianship, retention, possession or use of a public record have the responsibility, authority and accountability for the management of public record information.
  - iii. Information resources investments must be driven by legal, programmatic and governmental requirements.
  - iv. Manistee County government, in trust for the people of Manistee County, has a duty to ensure ownership of information products and county created intellectual property is protected and maintained.

### 3. FEES

- a. It is the policy of Manistee County to charge a reasonable fee for the following: [Sec. 3(1)(b)].
  - i. Providing enhanced access to a public record.
  - ii. Providing access to a geographical information system.
  - iii. Providing output from a geographical information system.

- b. "Reasonable fee" means a charge calculated to enable Manistee County to recover over time only those operation expenses directly related to the public body's provision of enhanced access.
- c. "Operating expenses" includes, but is not limited to, a public body's direct cost of creating, compiling, storing, maintaining, process, upgrading, or enhancing information or data in a form available for enhanced access, including the cost of computer hardware and software, systems development, employee time, and the actual cost of supplying the information or record in the form requested by the purchaser.
- d. Except as otherwise provided by act or statute, the Planning Department shall recommend and the Board of Commissioners shall approve proposed reasonable fee(s) for enhanced access or for access to a geographical information system or the output from a geographical information system.
- e. Except as otherwise provided by act or statute, all persons shall be charged the reasonable fee approved by the Board of Commissioners for enhanced access to a public record or for access to a geographical information system or the output from a geographical information system.
- f. A public body may furnish access or enhanced access without charge or at a reduced charge if the public body determines that a waiver or reduction of fee is in the public interest because enhanced access can be considered as primarily benefitting the general public. Examples may include, but are not limited to, instances when:
  - i. The information is critical to public health or safety;
  - ii. The information is required for non-profit research purposes such as academic or public interest research;
  - iii. The information is required to meet legal, programmatic or governmental objectives;
  - iv. The information explains the rights, entitlements and / or obligations of individuals;

- v. The cost of administering the fees would exceed the revenue to be collected;
  - vi. The reasonable fee established would have a serious detrimental impact on the financial position of particular groups or classes of users;
  - vii. The reasonable fee established would limit the number of users enough to compromise achieving program or other governmental objectives.
- g. Waiver or fee reductions shall be decided by the elected official, department head, agency, board, commission, council or other county public body legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of the public record(s) in question.

#### 4. **DISCLAIMER**

- a. Recipients of access or enhanced access receive all information "AS IS". Manistee County, its officers, officials, employees, agents, volunteers, contractors or its public bodies, make no warranties of any kind, including but not limited to warranties of accuracy, fitness for a particular purpose, or of a recipient's right of use. Recipients are solely responsible for investigating, resisting, litigation and settling such complaints, including the payment of damages or costs, unless the Manistee County Board of Commissioners, by resolution adopted by a majority of those elected and serving, elects to participate in the process at the County's expense.
- b. Except for the Board of Commissioners, by resolution adopted by a majority of those elected and serving, no officer, official, employee, agent, volunteer, contractor or other person or public body may make any representation or warranty on behalf of the County or one of its public bodies.